

*Committee Minutes
Tuesday, May 18, 2010*

**ADMINISTRATIVE
COMMITTEE**

*Door County Government Center
Chambers Room, 1st floor
421 Nebraska Street, Sturgeon Bay, WI*

Oversight Committee for Child Support, Corporation Counsel, County Administrator, County Clerk, Human Resources, and Veteran's Service Office

I. Meeting was called to order at 8:30 a.m. by Chairman Leo Zipperer.

II. Establish a Quorum – Roll Call

Members present: Leo Zipperer, Richard Virlee, Merrill Runquist, Ken Fisher and John Neinas.

Others present: Administrator Mike Serpe, Corporation Counsel Grant Thomas, Human Resources Director Kelly Hendee, and Admin. Secretary Lori Holtz.

Present for a portion of the meeting: Finance Director Shirley Scalish, Veterans Service Officer Scott McFarlane, Sheriff Terry Vogel, Clerk of Court Nancy Robillard, County Clerk Jill Lau, Planning Director Mariah Goode, Supervisor Hugh Mulliken, EMS Director Dick Burress, Child Support Director Rod Dequaine, GIS Addressing Ken Pollock, Investigator Connie Schuster, Security Deputy Matthew Tassoul, Jack Money Penny - Visitor's Bureau, Steve Bousley - Southern Door School Dist., Bill Casey and Bud Kalms from Liberty Grove, Barb Maskell, Karrie Anthony, Orlaine Gabert, Amy Jahnke, Barb Graul and Pat Miller.

III. Election of Vice-Chair

Motion by Fisher, seconded by Virlee, to nominate and elect Merrill Runquist as Vice-Chairman. Motion carried.

IV. Adopt Agenda / Properly Noticed. Motion by Virlee, seconded by Runquist, to adopt the agenda. Motion carried.

V. Approve Minutes:

Motion by Neinas, seconded by Fisher, to approve the minutes of the April 16, 2010, regular meeting. Motion carried.

VI. Communications

A. Letter from League of Women Voters in Support of Planning Positions

B. Letter from Monica Nelson, read by Administrator Serpe, with two requests: 1) That the Administrative Committee accepts the recommendation of your County Administrator with regard to the Planning Director's proposal; and 2) That the County Board investigates the behavior of its members and recommend censure for those who do not exhibit the Core Values of County Government.

VII. Public Comment :

- Pat Miller, on behalf of Door Property Owners, asked if there would be a status update on the Sustainability Resolution from this Committee. Chairman Zipperer responded that it failed to move forward at the Ag & Extension Committee level, so would not be coming back at this time.
- Karrie Anthony, Coordinator of the Sexual Assault Center, spoke in support of the two requests to refill from the Sheriff's Department
- Amy Jahnke, Help of Door County, spoke in support of the Sheriff's Department position refills.
- Bill Casey, Liberty Grove, spoke in favor of the Sheriff's Department positions.
- Barb Maskell, Help of Door County and taxpayer, spoke in support of the Sheriff's Department positions.
- Jack Money Penny, Door County Visitor's Bureau, supported the Sheriff's Department positions, noting they expect a surge of visitors this summer. He added that he moved here for safety and security.
- Steve Bousley, Southern Door HS Principal, spoke in support of the Sheriff's Department positions, noting the importance of early intervention by the school liaison officer.
- Bud Kalms, Clerk/Administrator Liberty Grove, said he would like to see the Sheriff's staffing levels remain intact.
- Dick Burress, Emergency Services Director, said he was available to answer any questions on the Addressing position.
- Barb Graul, League of Women Voters, spoke in support of the Sheriff's Department positions.

VIII. New Business

A. County Board

1. Financial Support for Register of Deeds Conference .. FYI only. Finance Committee approved a transfer of \$1500 from the Contingency Fund for financial support for the 2010 WI Register of Deeds Summer Conference at Stone Harbor Resort & Conference Center.

2. WCA District Meeting Report - Virlee

Virlee reported on the District meeting in Appleton that he attended as the Chairman's designee. WCA Director Mark O'Connell told the group that there was very little change in County Boards around the state. Designees voted for District Representatives. Legislative Director John Reinemann spoke, and offer to come to any county to speak to the County Board.

Serpe this would be better after the first of the year, and reminded the committee of WCA's Annual Legislative Exchange each spring.

3. 2011 Computer, Phone and IS Related Outlay Requests

Information Systems Committee discussed laptops for CB Supervisors. IS Director Ullman summarized the discussion in a memo. The question is if the Committee would like IS to pursue this.

By consensus, the Committee said to go ahead with gathering information for consideration.

4. Consideration of Supervisor Committee Change Requests

No requests received.

5. Project Vote - Voter Competition - Municipality

This was brought forth at the suggestion of Dan Austad.

The idea is to provide some sort of travelling trophy for the municipality with the highest voter turnout, with the goal to attract more voters.

Chairman Zipperer asked if County Clerk Lau would capture the information from Brown Count and she agreed to look into it.

B. Administrator

1. Health Benefits Fund Reconciliation - FYI only

2. Budget Status

Mike updated the Committee on progress on the 2011 budget. Committee are in the process of reviewing CIP requests that will come to County Board in July. The Budget Calendar has been approved by Finance Committee.

Serpe noted that 2009 will close out very well. He added that 2010 should proceed smoothly as well and we will be in a good position for the 2011 budget. The Undesignated Fund Balance will be very healthy.

Finance Director Scalish added that if the County ever goes out for bonding, they will look if the Board ever took money from the Undesignated Fund Balance.

C. Corporation Counsel

1. Open Meetings Law - Quorum of a Governmental Body Attends the Meeting of a Sub-Unit

Thomas provided information on this Open Meetings Law Issue. He recommends that, if a committee has a 'hot button' issue and it is anticipated that a quorum of the County Board or another committee will be present, separate meeting notices be given with the broadest possible knowledge of the purpose of each meeting.

2. Litigation / Update Regarding Pending Matters

Thomas provided updates on the following matters:

- Selvick Zoning Violation - Jury Trial on 06/02/10. Case involves an alleged shore-land zoning violation. The key issue is whether (or not) the structure and/or its use are non-conforming ("grandfathered").
- In Rem Tax Foreclosure Proceedings - Started with (+/-) 44 properties. All but 11 were redeemed. Once the time to answer the petition has expired, and assuming no answer is filed, default judgment will be requested.
- The EPA has proposed that the County be designated as having achieved attainment status for ozone NAAQS. County submitted a written comment, urging adoption of EPA's proposal. A primary goal, going forward, is that the County be granted a "rural-transport designation"... as it is affected by overwhelming transport from one or more upwind areas.
- Thomas appeared before the Public Records Board, at its May 17, 2010, meeting in Madison. The Public Records Board reviewed and approved the Records Retention / Disposition Schedule drafted by the Wisconsin Counties Association's Records Retention / Disposition Task Force, which Thomas chaired. This Schedule is intended for use by all counties. It will be "rolled out" at the WCA's Annual Conference – September 26 - 28.

D. Child Support

1. ARRA Fund spending proposal

Dequaine explained that the ARRA funds cannot replace levy money. He still has carryover from 2009 to be used by September 30 and that will be used to replace a copier.

Motion by Fisher, seconded by Runquist to approve the purchase of a copier for Child Support with ARRA funding. Motion carried.

2. FYI: Out of State Travel Request – R. Dequaine / NCSEA Conf. Chicago IL (ARRA funds) - FYI only; previously approved by Administrator Serpe.

The Committee took a ten minute break at 10:25 a.m.

E. Veterans Service Office

1. LZ Lambeau Status

Veterans Service Officer Scott McFarlane handed out information on LZ Lambeau. This started with Wisconsin Public Television / Vietnam Veterans Initiative. The event is intended to help healing.

McFarlane has tickets available if anyone is interested.

There will be several individuals in Door County participating in a motorcycle ride. It will start with a ceremony on Washington Island; then the convoy will pass through cemeteries where those from Door County who were killed in Vietnam are buried.

2. Memorial Day Services / Programs

McFarlane outlined the events planned for Memorial Day. There will be a program in Forestville on Sunday, 5/30, beginning at 7:30 a.m. Sister Bay will have a ceremony on Memorial Day starting at 10:00 a.m. with a service at 10:30 a.m. Washington Island has a 10:30 ceremony with a wreath laying. Sturgeon Bay ceremonies begin at 10:00 a.m. at the Veterans Memorial, followed by a rotation at cemeteries.

F. County Clerk

1. Correspondence – Door County 2010 Census response results

Jill Lau included an article from WBDK on the Census. Door County came with 84 percent response. Final rates will be released by the U.S. Census Bureau this fall and will include late mail returns.

Lau offered a big 'thank you' to the ladies on the Complete Count Committee.

G. Human Resources

1. Review Elected Officials Salaries next term / Recommendation

Hendee provided comparables, using the same comparables as the Union.

The Board needs to set the salary for the 4 year term for the Sheriff and Clerk of Court.

Clerk of Court Nancy Robillard is asking for a \$1000 base increase, then the percentage for each subsequent year.

Discussion held.

Motion by Fisher, seconded by Neinas, to recommend to County Board, for the next four year term for the Clerk of Circuit Court, a \$1,000 equity adjustment on 01-01-11, 2% increase on 01-01-11 and then a 1½ % increase on 07-01-11; 3% increase on 01-01-12; 1% increase on 01-01-13 and then a 3% increase on 07-01-13; and 1½ % increase on 01-14. Motion carried.

Motion by Fisher, seconded by Neinas, to recommend to the County Board, to apply the same percentages, without the equity adjustment, for next four year term for Sheriff. Motion carried.

2. Letter of Resignation – Wendy Birmingham – May 3, 2010 – Planning Department

Motion by Fisher, seconded by Runquist, to accept the letter of resignation from Wendy Birmingham, effective May 3, 2010. Motion carried.

3. Request to Refill – Clerk Typist 1 – Planning Department

Planning Director Mariah Goode presented a proposal that would provide savings for the County. The recommendation is to refill the position with a Clerk Typist 1 rather than a CT II. In addition, Goode proposes to eliminate the department's existing .4 full-time equivalency Clerk Typist I position approximately 6-8 months after the full time position is filled.

Goode explained that a Clerk Typist is essential to the Planning Dept. In the last year there were 10,000 incoming and 15,000 outgoing calls. They are back-up to the SWCD Planning Admin. staff. In addition, the other clerical position in Planning will be retiring in the next couple years. Goode noted that this request was supported unanimously by Resource Planning Committee.

Hendee said she spent quite a bit of time with Goode and staff, and this seemed to be a logical solution.

Motion by Runquist, seconded by Fisher, to approve refilling the Clerk Typist II position with a Clerk Typist I position.

Fisher said he wanted it understood that the .4 FTE position would be eliminated by year end.

Motion by Fisher, seconded by Zipperer to amend the motion to include that the .4 FTE position be eliminated by the end of the year. Amendment carried unanimously.

Vote taken on the Amended Motion ... and it carried unanimously.

4. Letter of Retirement – Ken Pollock – June 2, 2010 – Planning Department.

Motion by Runquist, seconded by Fisher, to accept the letter of retirement from Ken Pollock, effective June 2, 2010. Motion carried.

5. Request to Refill – GIS Addressing specialist – Planning Department

Goode is requesting that this position be refilled with a .6 FTE GIS Addressing Specialist at a pay grade 5 rather than 7. Decreasing the FTE status and lowering the pay grade level as proposed will save an estimated \$39,681 in 2011. The request as proposed, is supported by HR Director Hendee and Administrator Serpe. At the 5/6/10 RPC meeting, members unanimously supported decreasing the pay grade of the position but were split 3-2 regarding the .6 FTE aspect of the refill request; three of the members supported and voted to refill the position at .4 FTE.

Now that the program is established, there is less work with municipalities. The program has entered maintenance mode.

Goode provided a handout listing the tasks involved in the program.

Motion by Runquist to refill the position at .6 FTE at pay grade 5. Motion failed for lack of a second.

Motion by Fisher, seconded by Neinas, to refill the position at .4 FTE at pay grade 5.

Further discussion held.

Supervisor Mulliken asked the Committee to look at the overall impact of this position on EMS and the Sheriff, and asked the committee to reconsider bringing it up to a .6 FTE.

Supervisor Fisher said it was the feeling 3-2 to cut back on this position at RPC. He said he feels maintenance will not take the .6 FTE. This was an opportunity to cut back a little and we took it.

It was noted that the overall savings on the position changes in Planning results in a savings of over \$50,000 per year.

EMS Director Dick Burress supports refilling the position as requested. This position serves many departments, and the primary beneficiaries are EMS and the Sheriff's Dept. He reviewed the history of the addressing process in Door County. He noted that maintenance involves correcting the wrong sequences that still exist.

Goode said if she thought the work could be done in two days a week, she would have asked for 2 days. She added that she didn't feel it can be effectively administered with 2 days.

Committee members suggested that this be sent back to Planning to see if other duties can be re-shuffled

Further comment that it's not good to have a position in which only one person knows the duties.

HR Director Hendee said there is sufficient work, but not at a full time rate.

Serpe said at the direction of the committee, the Department Head did everything that was requested to be done and she did a yeoman's job in fulfilling the wishes of the committee. The recommendation was made with the best professional judgment the Department Head could give. We are trying to maintain the position at a level that is necessary to get the job done. The recommendation is well thought out and provides substantial savings to the county.

Motion by Runquist, seconded by Fisher, to amend to motion to support refilling at .5FTE, grade 5. Motion failed with Neinas, Virlee and Zipperer voting "no".

Motion by Zipperer, seconded by Fisher, to lay over for one month. Motion carried unanimously.

6. Review Policy 135.0 with Requested Updates
see agenda item 10 below.

7. Request to Refill Position – Investigator – Sheriff's Department

Sheriff Vogel said Door County is the jewel of the State of Wisconsin and as Jack Money Penny pointed out, people come here for safety. He said he just wants to maintain the status quo.

Hendee has gone through her process and recommends refilling the position.

Motion by Runquist, seconded by Virlee, to approve refilling the position of Criminal Investigator and any subsequent vacancies that may occur.

Further discussion held.

Vote taken and motion carried on a vote of 4-1, with Zipperer voting 'no'.

8. Request to Refill Position – Patrol Deputy – Sheriff's Department

Motion by Virlee, seconded by Runquist, to approve refilling the Patrol Deputy position and all subsequent vacancies. Motion carried. unanimously.

9. Leadership Scholarship for \$500.00

Motion by Fisher, seconded by Virlee, to continue the partnership to participate in Leadership Door County with a \$500 scholarship available to a County employee. Motion carried.

10. Revision - Door County Policies and Procedures - 135.5 - Interview Guidelines

Hendee provided a draft policy with the changes discussed at the last meeting.

Neinas said he would to see the second "or" removed from the 5th paragraph to guarantee that the oversight committee chair cannot be excluded.

It was the consensus of the Committee to remove the second "or".

Motion by Fisher, seconded by Neinas, to approve Door County Policy and Procedures 135.5 as presented, with the amendment, and forward a resolution to County Board. Motion carried.

11. Personnel Transactions - FYI

IX. Vouchers, Claims and Bills

Motion by Runquist, seconded by Virlee, to approve the vouchers, claims and bills. Motion carried.

Fisher said he would like to see a monthly report of the Supervisor's travel pay. Finance could run an expense report for County Board Supervisors.

Chairman Zipperer asked Serpe to work with Fisher to get the report he wants.

X. Next Meeting Date

- A. Regular Meeting: week, day & time

The next meeting will be held Tuesday, June 15, beginning at 8:30 a.m.

The regular meeting time for Administrative Committee will stay as the third Tuesday of the month, beginning at 8:30 a.m.

XI. Adjourn

Motion by Runquist, seconded by Fisher, to adjourn. Motion carried. Time: 12:10 p.m. Recorded by Administrative Assistant Lori Holtz.